



STORM WATER POLLUTION PREVENTION PROGRAM



CITY OF FERGUS FALLS

Municipal Separate Storm Sewer System

City of Fergus Falls
112 West Washington Ave
PO Box 868
Fergus Falls, MN 56538-0868
Phone 218-739-2251 • Fax 218-739-0149

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Introduction

The following sections describe the City of Fergus Falls's self-assessment process for developing the Stormwater Pollution Prevention Plan (SWPPP), summarize the Best Management Practices (BMP's) selected for the program, and present the organization structure of the City.

Self Assessment Process

Prior to selecting BMP's and measurable goals, City staff began a self-assessment process of the City's stormwater system. This process included an evaluation of Fergus Falls' conditions, needs, and current practices. The objective of this process was to provide a knowledge base upon which to structure the SWPPP in order to meet the Permit's Maximum Extent Practicable standard.

City staff has utilized the results of this self-assessment process to guide selection of BMP's and Measurable Goals in order to complete the SWPPP. Based on this self-assessment process, City staff has considered the following factors in order to meet the Maximum Extent Practicable standard set forth in the Permit:

- sources of pollutants
- potentially polluting activities being conducted in the watershed
- sensitivity of receiving waters
- uses of receiving waters
- specific local concerns
- community size
- local land uses
- rate and type of development
- watershed characteristics
- implementation schedules
- organizational characteristics of the City
- climate
- hydrology
- geology

In addition to the self-assessment process discussed above, City staff has also considered the following non-stormwater discharges to determine whether they should be identified as significant contributors of pollutants to the stormwater system:

- water line flushing
- landscape irrigation
- diverted stream flows
- rising ground waters
- uncontaminated ground water infiltration
- uncontaminated pumped ground water
- discharges from potable water sources
- foundation drains
- air conditioning condensation
- irrigation water
- springs
- water from crawl space pumps
- footing drains
- lawn watering
- individual residential car washing
- flows from riparian habitats and wetlands
- dechlorinated swimming pool discharges
- street wash water
- discharge or flows from fire fighting activities

During the self-assessment process, the City of Fergus Falls did not find any of the additional referenced non-stormwater discharges listed above to be significant contributors of pollutants to the stormwater system.

Minimum Control Measure Summary

This section summarizes the BMP's chosen by the City of Fergus Falls. Each BMP is categorized into one or more Minimum Control Measures (MCM) to meet the Maximum Extent Practicable standard set in the Permit requirements. Where a BMP addresses more than one MCM, it is listed under each appropriate MCM.

MCM 1: Public Education and Outreach

1a-1	Distribute Educational Materials
1b-1	Implement an Educational Program
1c-1	Educational program: Public Education and Outreach
1c-2	Educational program: Public Participation
1c-3	Educational program: Illicit Discharge Detection and Elimination
1c-4	Educational program: Construction site Runoff control

1c-5	Educational program: Post Construction Stormwater Management in New Development and Redevelopment
1c-6	Educational program: Pollution Prevention/Good Housekeeping for Municipal Operations
1d-1	Coordination of Educational Program
1e-1	Annual Public Meeting

MCM 2: Public Participation / Involvement

1a-1	Distribute Educational Materials
1b-1	Implement an Educational Program
1c-1	Educational program: Public Education and Outreach
1c-2	Educational program: Public Participation
1e-1	Annual Public Meeting
2a-1	Comply with Public Notice Requirements
2b-1	Solicit Public Input and Opinion on the Adequacy of the SWPPP
2c-1	Consider Public Input

MCM 3: Illicit Discharge, Detection, and Elimination

1a-1	Distribute Educational Materials
1b-1	Implement an Educational Program
1c-3	Educational program: Illicit Discharge Detection and Elimination
3a-1	Storm Sewer System Map
3b-1	Regulatory control Program
3c-1	Illicit Discharge and Elimination Plan
3d-1	Public and Employee Illicit Discharge Information Program
6e-1	Identification of Non Stormwater Discharges and Flows

MCM 4: Construction Site Stormwater Runoff Control

1a-1	Distribute Educational Materials
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1b-1	Implement an Educational Program
1c-3	Educational program: Illicit Discharge Detection and Elimination
1c-4	Educational program: Construction site Runoff control
1c-5	Educational program: Post Construction Stormwater Management in New Development and Redevelopment
4a-1	Ordinance of other Regulatory Mechanism
4b-1	Construction Site Implementation of Erosion and Sediment Control BMPs
4c-1	Waste Controls for Construction Site Operation
4d-1	Procedure for Site Plan Review

MCM 5: Post Construction Runoff Control

1b-1	Implement an Educational Program
1c-3	Educational program: Illicit Discharge Detection and Elimination
1c-5	Educational program: Post Construction Stormwater Management in New Development and Redevelopment
5a-1	Development and Implementation of Structural and /or Non-structural BMPs
5a-2	Storm Water Detention Ponds
5a-3	Stabilization Seeding
5a-4	Outlet Structure Stabilization
5b-1	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
5c-1	Long-term Operation and Maintenance of BMPs

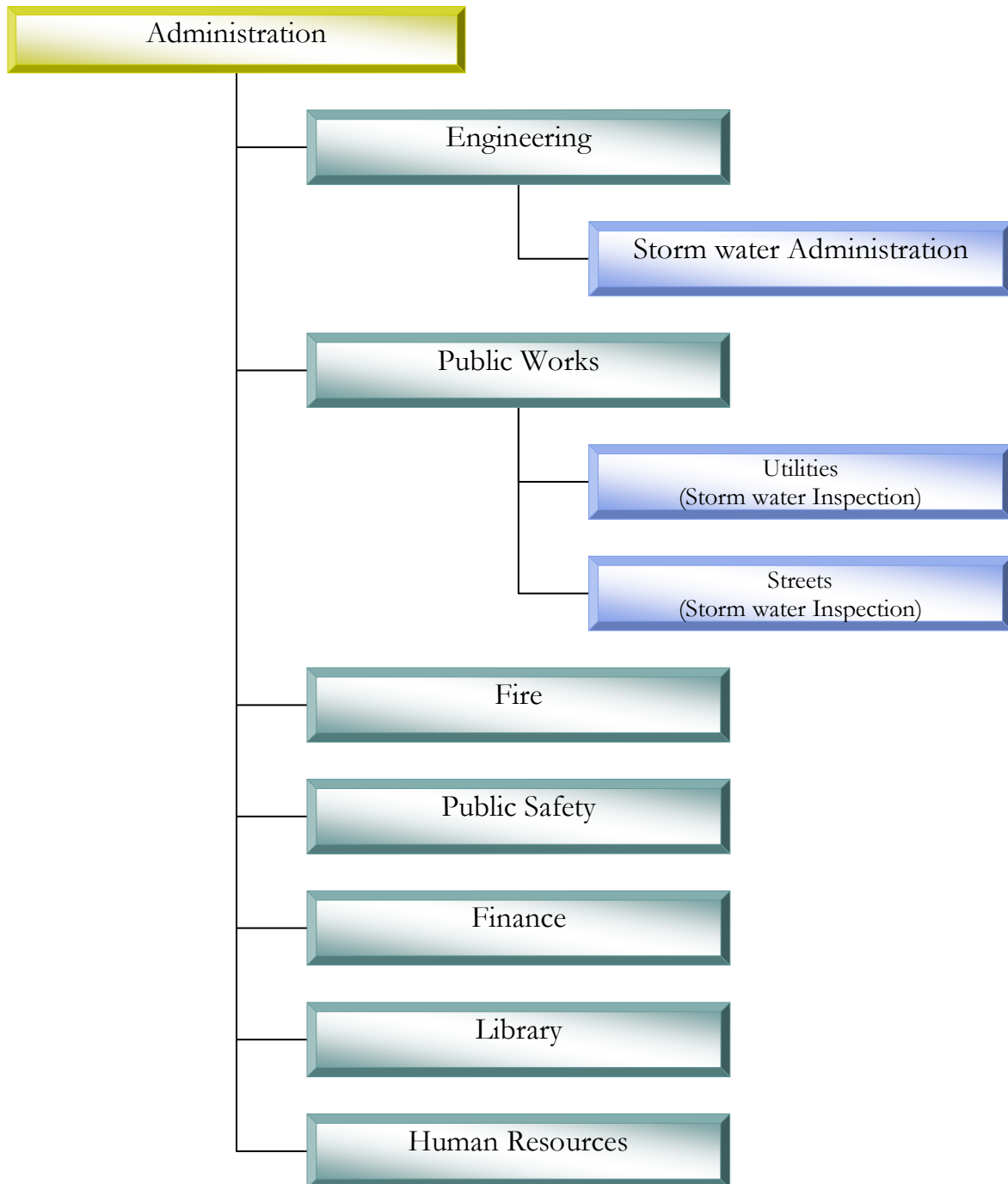
MCM 6: Pollution Prevention and Good Housekeeping

1a-1	Distribute Educational Materials
1b-1	Implement an Educational Program
1c-6	Educational program: Pollution Prevention/Good Housekeeping for Municipal Operations
1d-1	Coordination of Educational Program
1e-1	Annual Public Meeting
6a-1	Municipal Operations and Maintenance Program
6a-2	Street Sweeping
6b-1	Annual Inspection of All Structural Pollution Control Devices
6b-2	Inspection of a Minimum of 20 Percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotating Basis

CITY OF FERGUS FALLS MS4 SWPPP

6b-3	Annual Inspection of All Exposed Stockpile, Storage and Material Handling Areas
6b-4	Inspection Follow-up Including the Determination of Whether Repairs, Replacement, of Maintenance Measures are Necessary and the Implementation of the Corrective Measures
6b-5	Record Keeping and Retention of all Inspections and Responses to the Inspections
6b-6	Evaluation of the Inspection Frequency

Organization Structure Chart City of Fergus Falls





Minnesota
Pollution
Control
Agency

Stormwater General Permit (MN R 040000) Application for Small Municipal Separate Storm Sewer Systems (MS4s)

RETURN THIS APPLICATION TO:
Minnesota Pollution Control Agency
Municipal Division
520 Lafayette Road North
St. Paul, MN 55155-4194

NO FEE

PLEASE READ: As you complete this form, read the instructions carefully. Use your keyboard's "Tab" key to move through the fields of this form. Select check-boxes and enter text as indicated. Save and print.

I. MS4 Information

A. Application Type

- ☒ New applicant (this MS4 has no previous application for MS4 coverage on file at MPCA)
☐ Application for re-issuance of coverage (this MS4 applied in 2003)

B. MS4 Owner (city, county, community, municipality, government agency or other party/entity) with ownership or operational responsibility, or control of the MS4

City of Fergus Falls

Community, municipality, agency or other party having ownership or operational control of the MS4

112 Washington Avenue West

Mailing Address

Fergus Falls

MN

56537

City

State

Zip Code

Otter Tail

County

41-6005153

8022070

Federal Tax ID

State Tax ID

C. General Contact (director, department head, MS4 coordinator, consultant or other person with SWPPP implementation responsibility) for all general correspondence about Permit compliance issues between the MPCA and your MS4

Allen

Clifton

PWD

Last Name

First Name

Title

112 Washington Avenue West

Mailing Address

Fergus Falls

MN

56537

City

State

Zip Code

218-739-0113

clif.allen@ci.fergus-falls.mn.us

Telephone (include area code)

E-mail Address

II. Certification of the Stormwater Pollution Prevention Program (SWPPP)**A. Have you developed a SWPPP for your MS4?**☒ Yes

Municipalities must demonstrate how their SWPPP will be implemented and enforced over the term of the five-year Permit. SWPPPs must incorporate appropriate educational components, all required BMPs and the measurable goals associated with each. SWPPPs must address the specific requirements contained in Part V.G. of the Permit. SWPPPs must outline how the six Minimum Control Measures will be addressed, the contact person, department in charge, timeline and measures that will be implemented to meet the schedules required by the Permit. Attach a BMP Summary Sheet to this application for *each* BMP in your SWPPP.

B. Does your SWPPP address all of the six Minimum Control Measures as outlined in the Permit?☒ Yes

The Permit requires that you incorporate all six of the defined Minimum Control Measures in your SWPPP. You are required to implement mandatory BMPs which are directly associated to each of the six Minimum Control Measures.

C. Have you attached the included BMP Summary Sheets, one for each of the BMPs required by the Permit?☒ Yes

There are 34 required BMPs all of which require that the provided BMP Summary Sheet be filled out completely and included with your SWPPP. If any of these required sheets are missing, your application will not be considered complete and will be returned to you.

III. Reporting and Recordkeeping

I HAVE READ AND UNDERSTAND PART VI. EVALUATING, RECORDKEEPING, AND REPORTING OF THE MS4 GENERAL PERMIT AND CERTIFY THAT WE INTEND TO COMPLY WITH THE APPLICABLE REQUIREMENTS OF THOSE SECTIONS AS WELL AS THE PERMIT AS A WHOLE.

☒ Yes**B. Where will your SWPPP be available to the public for review?**

City Hall

www.ci.fergus-falls.mn.us

*Name of Location**If your SWPPP is available electronically, indicate location*

112 Washington Avenue West

Street Address

Fergus Falls

MN

56537

*City**State**ZIP Code*

Clifton Allen

218-739-0113

*Contact Name**Contact Phone Number*

8:00 AM - 4:30 PM, M-F

*Hours of Availability***IV. Limitations of Coverage****A. Part II Limitations on Coverage and Appendix C**☒ Yes

I HAVE READ AND UNDERSTAND PART II COVERAGE UNDER THIS PERMIT AND APPENDIX C LIMITATIONS ON COVERAGE OF THE MS4

GENERAL PERMIT AND CERTIFY THAT WE INTEND TO COMPLY WITH THE APPLICABLE REQUIREMENTS OF THOSE SECTIONS AS WELL AS THE PERMIT AS A WHOLE.

B. Outstanding Resource Value Waters (ORVWs)

To complete this section, please refer to Part IX and the *List of Special Waters Attachment* in the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* available on the MPCA Web site at: <http://www.pca.state.mn.us/publications/wq-strm4-25b.pdf>. Lists of various categories of waters and an interactive map that identifies Special Waters are available on the MPCA Web site at: <http://www.pca.state.mn.us/water/stormwater/stormwater-ms4.html#waters>.

1. Prohibited Waters

Does the MS4 discharge into **Prohibited Waters** as defined in Minn. R. 7050.0180, subp. 3, 4, and 5? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☐ Yes ☒ No

2. Restricted Discharge

Does the MS4 discharge into waters with a **Restricted Discharge** as defined in Minn. R. 7050.0180, subp. 6, 6a, and 6b? If Yes, please list below and comply with Part IX, Appendix C, Item B. See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☐ Yes ☒ No

3. Prohibited or Restricted Waters

If you answered “Yes” to either Question 1 or 2, have you included a map that outlines, at a minimum, the DNR minor sub-watersheds in your jurisdiction with ANY discharges to Prohibited or Restricted Waters? You are required by the Permit to provide this map along with your application. [IX.B.2.b]

☐ Yes ☒ No

Identify all discharges to Outstanding Resource Value Waters (ORVWs) from your MS4:

Name of Water Body	Type (lake, stream, river)

4. If you answered “Yes” to either Question 1 or 2, who is the person responsible for ensuring compliance with this Permit condition?

Name: _____ Position: _____ Phone: _____

C. Special Waters

1. Trout Waters

Does the MS4 discharge into **Trout Waters** as defined in Minn. R. 6264.0050, subp. 2 and 4? If Yes, please list below and comply with Part IX, Appendix C, Item C. See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☐ Yes ☒ No

Name of Water Body	Type (lake, stream)

2. Wetlands

Does the MS4 discharge into **Wetlands** as defined in Minn. R. 7050.0130, subp. F?

☐ Yes ☒ No

D. Other Requirements**1. Environmental Review**

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges that require applicable **Environmental Review** as required by State or federal laws? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☒ Yes ☐ No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Clifton Allen Position: Public Works Director Phone: 218-739-0113

2. Endangered or Threatened Species

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges whose direct, indirect, interrelated, interconnected, or independent impacts may jeopardize a listed **Endangered or Threatened Species** or adversely modify a designated critical habitat? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☒ Yes ☐ No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Clifton Allen Position: Public Works Director Phone: 218-739-0113

3. HISTORIC PLACES AND ARCHEOLOGICAL SITES

Does the MS4 have a process to assure coordination with appropriate Agencies and to evaluate discharges which may adversely affect properties listed or eligible for listing in the National Register of **Historic Places** or affecting known or discovered **archeological sites**? See Part IX of the *Guidance Manual for Small Municipal Separate Storm Sewer Systems (MS4s)* for further information.

☒ Yes ☐ No

Who is the person responsible for ensuring compliance with this Permit condition?

Name: Clifton Allen Position: Public Works Director Phone: 218-739-0113

4. Drinking Water Sources

Does the MS4 have any discharges that may affect Source Water Protection as defined in Part IX.H of the Permit?

☐ Yes ☒ No

If "Yes," does the MS4 have BMPs incorporated into the SWPPP to protect drinking water sources that the MS4 discharge may affect?

☐ Yes ☐ No

V. Owner or Operator Certification

The person with overall, MS4 legal responsibility must sign the application. This person shall be duly authorized to sign the application and may be either a principal executive officer or ranking elected official (Minn. R. 7001.0060).

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons, who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. R. 7001.0070).

I also certify under penalty of law that I have read, understood, and accepted all terms and conditions of the National Pollutant Discharge Elimination System (NPDES) General Stormwater Permit for MS4s that authorizes stormwater discharges identified in this application form.

I understand that as a Permittee, I am legally accountable under the Clean Water Act to ensure compliance with the terms and conditions of the NPDES General Stormwater Permit for MS4s.

I also understand that MPCA enforcement actions (pursuant to Minn. Stat. §§115.07, 116.072, and Section 309 of the Clean Water Act) may be taken against me or the MS4 if the terms and conditions of the NPDES General Stormwater Permit for MS4s are not met.

Authorized Signature of the person with overall authority to certify intent to comply with the Permit and implement the SWPPP (principal executive officer or a ranking elected official).

X

Authorized Signature

Date

Allen

Clifton

J.

Last Name

First Name

Title

112 Washington Avenue West

Mailing Address

Fergus Falls

MN

56737

City

State

ZIP Code

218-739-0113

clif.allen@ci.fergus-falls.mn.us

Telephone (include area code)

E-mail Address

Best Management Practices Details

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1a-1

*BMP Title: Distribute Educational Materials
*BMP Description: <p>The City of Fergus Falls will produce and make available articles and information on the City's Storm Water Pollution Prevention Plan (SWPPP) including information on the annual public hearing, illicit discharges, erosion control, pollution prevention and other applicable best management practices. This information will be distributed and made available through newsletter, handouts and the city website.</p>
*Measurable Goals: <p>Document the number of publications made available to the public</p>
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> • Begin production of the of the articles in the calendar year of 2007 • Update the information every calendar year there after
Specific Components and Notes: <p>Reach as many residences and business in Fergus Falls as possible with information about the SWPPP including information on:</p> <ul style="list-style-type: none"> • Public Participation • Illicit Discharge Detection and Elimination • Construction Site Runoff Controls • Post-Construction Storm Water Management • Pollution Prevention/Good Housekeeping
*Responsible Party for this BMP: <p>Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1b-1

*BMP Title: Implement an Educational Program
*BMP Description: <p>The City of Fergus Falls will begin to establish an Educational program in the first reporting year of the permit (2007). The program will look at each of the Minimum Control Measures (MCMs) in the permit and address the educational needs of each MCM, inventory local existing programs and develop educational priorities to consider during the development of the 5 year plan. The program will look at the audiences of each group and attempt to communicate to each the requirements of the SWPPP and the control measures that will be established in the permit.</p>
*Measurable Goals: <ul style="list-style-type: none"> Establish the educational program in the calendar year 2007 Establish a list of the audiences that need to be targeted according to the MCMs Number of invitations to groups
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> Calendar Year 2007 - Establish the educational program Calendar Year 2008 and annually there after – Review public input, and make appropriate changes to the Educational Program as needed
Specific Components and Notes:
*Responsible Party for this BMP: <div style="margin-left: 20px;"> Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us </div>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-1

<p>*BMP Title: Educational Program: Public Education and Outreach</p>
<p>*Audience(s) Involved:</p> <p>This activity will be directed to all City of Fergus Falls residents, property owners and business owners.</p>
<p>*Educational Goals for Each Audience:</p> <p>To educate each person on their responsibilities relating to Storm Water Pollution and what can be done to reduce the pollution in our system.</p>
<p>*Activities Used to Reach Educational Goals:</p> <p>To produce, distribute and make available articles and information on the City's Storm Water Pollution Prevention Plan including information on the annual public meeting, illicit discharges, erosion control, pollution prevention and other applicable best management practices. This information will be distributed and made available through utility bill inserts, newspaper articles, handouts and the City of Fergus Falls website.</p>
<p>*Activity Implementation Plan:</p> <ul style="list-style-type: none"> • Calendar Year 2007 - Develop utility bill inserts for distribution • Calendar Year 2007 - Develop a Storm Sewer System page on the City of Fergus Falls website • Calendar Year 2007 - Develop the criteria for the annual meeting
<p>*Performance Measures:</p> <ul style="list-style-type: none"> • Number of inserts sent out • Number of attendees at the annual meetings
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-2

*BMP Title: Educational Program: Public Participation
*Audience(s) Involved: Residence and business owners in the City of Fergus Falls
*Educational Goals for Each Audience: The program goals will be to enhance public awareness, attitudes, and behaviors on environmental issues related to stormwater.
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none"> Utility bill inserts Develop a Storm Sewer System page on the City Website Brochures regarding Storm Water Discharges Notices for Annual Meetings
*Activity Implementation Plan: <ul style="list-style-type: none"> Calendar Year 2007 – Utility bill inserts to be sent out Calendar Year 2007 – Develop Website page Calendar Year 2008 – Develop the Brochure First Quarter 2008 – Notice the Public meeting and conduct the meeting
*Performance Measures: <ul style="list-style-type: none"> Number of inserts sent Number of Brochures handed out Number of attendees to the annual meeting
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-3

<p>*BMP Title: Educational Program: Illicit Discharge Detection and Elimination</p>
<p>*Audience(s) Involved: Residence and business owners in the City of Fergus Falls</p>
<p>*Educational Goals for Each Audience: To make the Residences and Business owners aware of Illicit discharges. What they are, how they effect the Storm Water System, and how to eliminate them</p>
<p>*Activities Used to Reach Educational Goals:</p> <ul style="list-style-type: none"> • Utility bill inserts • Brochures • Annual Meeting
<p>*Activity Implementation Plan:</p> <ul style="list-style-type: none"> • Calendar Year 2007 – Utility bill inserts to be sent out • Calendar Year 2008 – Develop the Brochure • First Quarter 2008 – Notice the Public meeting and conduct the meeting
<p>*Performance Measures:</p> <ul style="list-style-type: none"> • Number of inserts sent • Number of Brochures handed out • Number of attendees to the annual meeting
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-4

*BMP Title: Educational Program: Construction Site Run-off Control
*Audience(s) Involved: Contractors and Residences involved in Construction of land equal to or greater than 1 acre
*Educational Goals for Each Audience: To make the Contractors and Residences aware of the requirements of Construction Site Run-off Control
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none"> • Utility bill inserts • Brochures • Annual Meeting
*Activity Implementation Plan: <ul style="list-style-type: none"> • Calendar Year 2007 – Utility bill inserts to be sent out • Calendar Year 2008 – Develop the Brochure • First Quarter 2008 – Notice the Public meeting and conduct the meeting
*Performance Measures: <ul style="list-style-type: none"> • Number of inserts sent • Number of Brochures handed out • Number of attendees to the annual meeting
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-5

*BMP Title: Educational Program: Post Construction Stormwater Management in New Development and Redevelopment
*Audience(s) Involved: Contractors and Residences involved in Construction and Redevelopment of land equal to or greater than 1 acre
*Educational Goals for Each Audience: To make the Contractors and Residences aware of the requirements of Post Construction Stormwater Management in New Development and Redevelopment
*Activities Used to Reach Educational Goals: <ul style="list-style-type: none"> • Utility bill inserts • Brochures • Annual Meeting
*Activity Implementation Plan: <ul style="list-style-type: none"> • Calendar Year 2007 – Utility bill inserts to be sent out • Calendar Year 2008 – Develop the Brochure • First Quarter 2008 – Notice the Public meeting and conduct the meeting
*Performance Measures: <ul style="list-style-type: none"> • Number of inserts sent • Number of Brochures handed out • Number of attendees to the annual meeting
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1c-6

<p>*BMP Title: Educational Program: Pollution Prevention/Good Housekeeping for Municipal Operations</p>
<p>*Audience(s) Involved: Municipal Employees involved in Public works and Park Maintenance</p>
<p>*Educational Goals for Each Audience: The City of Fergus Falls will develop and implement an employee Operation and Maintenance Training Program that will have the ultimate goal of preventing and reducing pollutant runoff from municipal operations. As a minimum, the training program will include the specific components listed below.</p>
<p>*Activities Used to Reach Educational Goals: Annual meeting with all employees involved in the operation of the City</p>
<p>*Activity Implementation Plan:</p> <ul style="list-style-type: none"> • Calendar Year 2007 – Develop the agenda for the annual employee meeting • Calendar Year 2008 and annually thereafter – Hold the annual employee meeting
<p>*Performance Measures: Number of employees who have attended the annual meeting</p>
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1d-1

<p>*BMP Title: Coordination of Educational Program</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls will develop an Educational Activity Implementation Program during the first year of the reporting cycle. The program will be implemented during year 2 in order meet its goals and to enhance public awareness, attitudes, and behaviors on environmental issues related to stormwater. An outline and implementation schedule consisting of the specific components below will be developed as part of the program. The audiences targeted will consist of the general public and homeowners, property managers, MS4 staff, developers and contractors, and K-12 students and teachers.</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Develop Education Activity Implementation Program • Complete outline and implementation schedule for Education Activity Implementation Program • Implement program
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Calendar Year 2007 – Develop Education Activity Implementation Program • Calendar Year 2008 – Implement Education Activity Implementation Program
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Audience(s) targeted <ul style="list-style-type: none"> ○ General public and homeowners ○ Property managers ○ MS4 staff ○ Developers and contractors ○ K-12 students and teachers • Educational goals for each audience • Activities used to reach educational goals for each audience <ul style="list-style-type: none"> ○ Stormwater Update Utility Bill Insert ○ Stormwater Information Website ○ Stormwater Brochures/Pamphlets Distribution ○ Meeting with Contractors/Builders

- Activity implementation plans
 - Responsible department and/or authority
 - Schedules
- Minimum control measure(s) addressed
- Performance measures
- Program coordination with other authorities
 - Watershed management organizations and watershed districts
 - Soil and water conservation district
 - County, state, and federal government
 - Other applicable authorities
- Comprehensive Water Resources Management Plan
 - Responsible water quality management practices
 - Proper disposal of solid and liquid wastes

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 1-PUBLIC EDUCATION AND OUTREACH

Unique BMP Identification Number: 1e-1

*BMP Title: Annual Public Meeting
*BMP Description: Conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components. The specific components listed below will be considered when developing and implementing the meeting agenda.
*Measurable Goals: <ul style="list-style-type: none"> Complete annual public meeting Number of attendees
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> March 2008 – first annual meeting Annual meeting in each year of the permit cycle
Specific Components and Notes: <ul style="list-style-type: none"> Establish meeting procedures and processes for speakers and written material. Consider relevant materials submitted by the public. Allow public time to comment on SWPPP.
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2a-1

*BMP Title:	Comply with Public Notice Requirements
*BMP Description:	Provide notice of public informational meeting a minimum of 30 days prior. The City will continue this practice for the annual stormwater meeting or any subsequent meetings to discuss the provisions of the SWPPP, its effectiveness, or amendments there to. The public notice will include all components listed below and distribute public notices in areas to best notify a diverse group of citizens.
	Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	Complete public notice
*Timeline/Implementation Schedule:	The first 30-day public notice will be for the 2008 annual meeting and continued on an annual interval. If periodic meetings become necessary, additional 30-day public notices will be implemented.
Specific Components and Notes:	<ul style="list-style-type: none"> • Date • Time • Location • Description of how meeting will be conducted • Location of SWPPP for review prior to the meeting
*Responsible Party for this BMP:	Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2b-1

*BMP Title: Solicit Public Input and opinion on the Adequacy of the SWPPP
*BMP Description: Conduct an annual public meeting to receive public opinion on the adequacy and effectiveness of the SWPPP program components. The specific components listed below will be considered when developing and implementing the meeting agenda.
*Measurable Goals: <ul style="list-style-type: none"> Adjustments made to the SWPPP Oral and written public interest material obtained from meeting
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> Complete before the next reporting cycle as required by permit.
Specific Components and Notes: <ul style="list-style-type: none"> Review of annual meeting notes Review of written public concerns on the SWPPP Making changes to the SWPPP where appropriate Reporting those changes to the Permitting Authority via the annual report
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 2-PUBLIC PARTICIPATION/INVOLVEMENT

Unique BMP Identification Number: 2c-1

*BMP Title: Consider Public Input
*BMP Description: After conducting the annual public meeting (1e.1), the City will review the submitted oral and written material and adjust the SWPPP in areas which appropriate arguments and justifications for change are considered necessary.
*Measurable Goals: <ul style="list-style-type: none"> Complete annual public meeting Number of attendees
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> March 2008 – first annual meeting Annual meeting in each year of the permit cycle
Specific Components and Notes: <ul style="list-style-type: none"> Establish meeting procedures and processes for speakers and written material. Consider relevant materials submitted by the public. Allow public time to comment on SWPPP.
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 3-ILLCIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3a-1

*BMP Title: Storm Sewer System Map
*BMP Description: Complete a storm sewer system map in electronic format and continue to update the map as needed. The maps will be made available to the public once completed.
*Measurable Goals: <ul style="list-style-type: none"> Complete Storm Sewer System map Update map annually
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> June 30, 2008 – Incorporate rivers, Lakes, and wetlands into Storm Sewer System map Calendar Year 2009 – Incorporate storm water pipes (15 inches in diameter and larger), ponds, outfalls and structural pollution control devices to complete storm sewer system map Calendar Year 2010 – Update map annually to reflect any structural changes to the system and components listed below
Specific Components and Notes: <ul style="list-style-type: none"> Water bodies Rivers Lakes Wetlands Stormwater ponds Structural pollution control devices Storm water pipes (15 inches in diameter and larger) Outfalls
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3b-1

*BMP Title:	Regulatory Control Program
*BMP Description:	<p>The City of Fergus Falls will review its existing ordinance which prohibits non-stormwater discharge into the storm sewer system. During the first three years of the reporting cycle, the City will review its current ordinance, compare it to surrounding communities and regulatory agencies, and revise it if determined to be necessary. The ordinance may be revised to provide authority to inspect systems and facilities, prevent illicit connections and discharges, and allow for punitive measures.</p>
*Measurable Goals:	<ul style="list-style-type: none"> • Create hotline Number of calls received • Create a Storm Sewer System page on the City of Fergus Falls website
*Timeline/Implementation Schedule:	<ul style="list-style-type: none"> • Calendar Year 2007 - Create hotline and website page • Calendar Year 2007 - Implement outfall and storm sewer inspection program
Specific Components and Notes:	<ul style="list-style-type: none"> • Surveys to building owners or managers • Individual property or building inspections • Camera tests • Dry weather flow tests • Community hotline and documentation procedures • Storm Sewer Inspection Program
*Responsible Party for this BMP:	<p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3c-1

*BMP Title: Illicit Discharge and Elimination Plan
*BMP Description: <p>The City of Fergus Falls will develop and implement a program to detect and address non-stormwater discharges to storm drainage systems and receiving waters. The City will focus on the outfall inspection program (6b.3) to identify illicit discharges. If potential illicit discharges are detected, the specific components below will be considered for identification of potential sources. The public education portion of the program will aim to raise public awareness associated with the hazards of illegal discharges and will also target eliminating misconceptions, changing behaviors, and creating awareness of the problems.</p>
*Measurable Goals: <ul style="list-style-type: none"> Review existing ordinance Compare ordinance with other communities and regulatory agencies Complete draft of revised ordinance (if necessary) Adopt revised ordinance (if necessary)
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> Calendar Year 2008 – Review existing ordinance and compare with other communities and regulatory agencies Calendar Year 2009 – Produce draft of revised ordinance based on year 1 assessments Calendar Year 2010 – Complete revised illicit discharge, detection, and elimination ordinance
Specific Components and Notes:
*Responsible Party for this BMP: <div style="margin-left: 20px;"> Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us </div>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3d-1

*BMP Title: Public and Employee Illicit Discharge Information Program
*BMP Description: The City of Fergus Falls will develop a program to address noncompliance complaints and reports submitted by the public on construction related issues. The City will evaluate its current record keeping process and how information is stored related to site inspection issues. The program will interrelate with the Educational Program (1b-1) and the Education Program: Illicit Discharge Detection and Elimination (1c-3) in order to educate the public of construction related issues, encourage reporting of noncompliance, and make available contact numbers for directing complaints.
*Measurable Goals: <ul style="list-style-type: none"> Create hotline Number of calls received Develop receipt log
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> March 2008 – Assess current process for recording noncompliance reports March 2009 - Develop and implement receipt log. Create hotline
Specific Components and Notes: <ul style="list-style-type: none"> Receipt log regarding construction site issues and complaints Educational Program (1b-1) Community hotline and documentation procedures (3b-1)
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 3-ILLICIT DISCHARGE DETECTION AND
ELIMINATION

Unique BMP Identification Number: 3e-1

*BMP Title: Identification of Non Stormwater Discharges and Flows
*BMP Description: Identify, investigate and address unauthorized non-stormwater discharges entering the Storm Sewer System through illicit connections, illegal dumping, sanitary sewer overflows, or other unauthorized discharges
*Measurable Goals: <ul style="list-style-type: none"> Complete an annual list of tests performed to identify illicit connections to the Storm Sewer System Number of responses to reports of illegal discharges reported to the hotline from the public Reports from the outfall inspection process
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> Calendar Year 2009 – implement the receipt log Calendar Year 2008 – Inspect 20% of the outfalls in the system and repeat annually thereafter
Specific Components and Notes:
*Responsible Party for this BMP: Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF
CONTROL

Unique BMP Identification Number: 4a-1

*BMP Title: Ordinance or other Regulatory Mechanism
*BMP Description: <p>The City of Fergus Falls currently has a construction site Erosion Control Policy in place that includes the specific components provided below. The City will evaluate its current policy and compare it to applicable governing authorities' policies. The City will also take a concentrated look at its current inspection and enforcement procedures (4f-1) and Site Plan Review Process (4d-1). The existing policy may be revised based on the findings of the year 1 and 2 assessments. Fergus Falls will also continue to distribute a brochure entitled "Erosion Control for Home Builders/Owners" which has an overview of the City's erosion control policy and provides guidelines for compliance.</p>
*Measurable Goals: <ul style="list-style-type: none"> Complete the evaluation of the existing policy Prioritize the changes that need to be made to the policy Implement the changes to the policy
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> Calendar Year 2008 – complete the evaluation Calendar Year 2009 – Prioritize the changes that are needed Calendar Year 2010 – Implement the changes to the policy
Specific Components and Notes: <ul style="list-style-type: none"> Submittal Requirements Grading Plan Erosion and Sediment Control Plan Penalties for non-compliance Site Plan Review Process Construction site waste control issues
*Responsible Party for this BMP: <div style="margin-left: 20px;"> Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us </div>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4b-1

*BMP Title:	Construction Site Implementation of Erosion and Sediment Control BMPs
*BMP Description:	The City of Fergus Falls Public Works/Engineering Departments will form a BMP review board. This board will evaluate available BMP literature and select the 6 best BMPs for incorporation into an Erosion and Sediment Control Handbook that the City will give to all builders, contractors, and developers. The City will hold an annual workshop for the builders, contractors and developers to receive input about the BMPs, and explain the details of each BMP.
	Location(s) in SWPPP of detailed information relating to this BMP:
*Measurable Goals:	<ul style="list-style-type: none"> • Form the BMP Review Board • Select the 6 BMPs • Review the comments received during the annual BMP workshop • Number of attendees at the workshops
*Timeline/Implementation Schedule:	<ul style="list-style-type: none"> • Calendar year 2008 – form the BMP Review Board • Calendar year 2009 – Select the BMPs for the handbook • Calendar year 2010 – Begin holding annual meetings with the builders, contractors and developers
Specific Components and Notes:	
*Responsible Party for this BMP:	Name: Clif Allen Department: Public Works Phone: 218-739-2251 E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4c-1

*BMP Title: Waste Controls for Construction Site Operation
*BMP Description: <p>City of Fergus Falls will evaluate its current procedures for site plan review in order to maintain a consistent review program. The goal of the program will be to incorporate consideration of potential water quality impacts into the process and ensuring that the City's Erosion Control Policy (4b-1) is followed during the submittal process.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
*Measurable Goals: <ul style="list-style-type: none"> Evaluate current review program Develop revised site plan review procedures Implement revised site plan review procedures
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> March 2008 – Evaluate current process for reviewing site plans and making recommendations for appropriate erosion and sediment control standards March 2009 – Develop revised site plan review procedures to be considered during the review process March 2010 – Incorporate revised procedures into site plan review program
Specific Components and Notes: <ul style="list-style-type: none"> Construction Site Erosion Control Policy (4b-1) Development and Redevelopment Plan Review Program (5b-1) Submittal Requirements Grading Plan Erosion and Sediment Control Plan Development review committee Timeline for site plan review process Checklist of site plan review items
*Responsible Party for this BMP: <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4d-1

*BMP Title: Procedure for Site Plan Review
*BMP Description: <p>City of Fergus Falls has developed procedures and documentation for review of construction site temporary erosion and sediment control plans and specifications. Plans are received by building code staff and a notice is sent out to the Engineering and storm water staff for review.</p> <p>All City let projects include erosion and sediment control standard plans and specifications.</p>
*Measurable Goals: <ul style="list-style-type: none"> Evaluate current review program Develop revised site plan review procedures Implement revised site plan review procedures
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> March 2008 – Evaluate current process for reviewing site plans and making recommendations for appropriate erosion and sediment control standards March 2009 – Develop revised site plan review procedures to be considered during the review process March 2010 – Incorporate revised procedures into site plan review program
Specific Components and Notes: <ul style="list-style-type: none"> Construction Site Erosion Control Policy (4b-1) Development and Redevelopment Plan Review Program (5b-1) Submittal Requirements Grading Plan Erosion and Sediment Control Plan Development review committee Timeline for site plan review process Checklist of site plan review items
*Responsible Party for this BMP: <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4e-1

<p>*BMP Title: Establishment of Procedures for the Receipt and consideration of Reports of Stormwater Noncompliance</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls will develop a program to address noncompliance complaints and reports submitted by the public on construction related issues. The City will evaluate its current record keeping process and how information is stored related to site inspection issues. The program will interrelate with the Educational Activity Implementation Program (1b-1) in order to educate the public of construction related issues, encourage reporting of noncompliance, and make available contact numbers for directing complaints.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Create hotline • Number of calls received • Develop receipt log
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • 6 Months after permit issuance - Assess current process for recording noncompliance reports. • 6 Months after permit issuance - Develop and implement receipt log. Create hotline on website
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Receipt log regarding construction site issues and complaints • Educational Activity Implementation Program (1b-1) • Community hotline and documentation procedures (3b-1)
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 4-CONSTRUCTION SITE STORMWATER RUNOFF CONTROL

Unique BMP Identification Number: 4f-1

<p>*BMP Title: Establishment of Procedures for Site Inspections and Enforcement</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls will continue to conduct inspections on active projects. Procedures for enforcement include: warning letters, stop inspection letters and financial security to ensure proper installation and maintenance of erosion and sediment control devices.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Number of inspections • Number of warning letters issued • Number of stop work orders issued • Number of times financial surety withheld
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Ongoing site inspections and enforcement • Calendar year 2009 – revise existing process • Calendar year 2010 – implement revised process
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Inspection schedule • Warning letter • Stop work order • Financial surety
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN
NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5a-1

*BMP Title: Development and Implementation of Structural and/or Non-structural BMPs
*BMP Description: <p>The City of Fergus Falls will continue to implement appropriate BMP's to manage post construction runoff resulting from development and redevelopment through the Development and Redevelopment Plan Review Program. Some of the specific components listed below are current practices conducted by the City and some have been selected as possible BMPs that may be appropriate for minimizing stormwater runoff pollution and flooding. The City engineering department will be responsible for establishing and implementing proper procedures for the program.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
*Measurable Goals: <ul style="list-style-type: none"> Complete plan review process and document procedures Number of plan reviews performed
*Timeline/Implementation Schedule: <ul style="list-style-type: none"> June 30, 2008 – Completion of plan review process and documentation procedures June 30, 2008 – Developed and implemented Plan Review Program
Specific Components and Notes: <ul style="list-style-type: none"> Storm water Detention Ponds (5a-2) Stabilization Seeding (5a-3) Outlet Stabilization Structure (5a-4) Redevelopment Post-Construction Ordinance (5b-1) Surface Water Management Plan (5c-1)
*Responsible Party for this BMP: <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER
MANAGEMENT IN NEW DEVELOPMENT AND
REDEVELOPMENT

Unique BMP Identification Number: 5a-2

*BMP Title:	Storm Water Detention Ponds
*BMP Description:	<p>The City of Fergus Falls will continue to require storm water detention ponds with designed vegetation requirements located within the Development and Redevelopment post-construction ordinance (5b-1) to protect the receiving waters in which the surface drainage from the storm water sewer system discharges into.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
*Measurable Goals:	<ul style="list-style-type: none"> • Number of storm water detention ponds installed
*Timeline/Implementation Schedule:	<ul style="list-style-type: none"> • Storm water detention ponds will be implemented as a BMP immediately in areas where it is appropriate
Specific Components and Notes:	<ul style="list-style-type: none"> • Redevelopment Post-Construction Ordinance (5b-1) • Surface Water Management Plan (5c-1)
*Responsible Party for this BMP:	<p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5a-3

<p>*BMP Title: Stabilization Seeding</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls currently requires proper seeding consistent with the seeding provision within the Development and Redevelopment Post-Construction ordinance (5b-1), listed in the specific components below. The City will continue to enforce this requirement to ensure timely vegetation cover after soil disturbance to stabilize the surface.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Number of violations to seeding provision • Number and types of enforcement actions
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Effective immediately
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Seed mix design consistent with State Department of Transportation Standard Specification • Growing season determination for proper seeding schedules • See certification requirement • Installation requirements • Inspection procedures
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

**Indicates a REQUIRED field. Failure to complete any required field will result in rejection of the application due to incompleteness.*

Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER
MANAGEMENT IN NEW DEVELOPMENT AND
REDEVELOPMENT

Unique BMP Identification Number: 5a-4

*BMP Title:	Outlet Structure Stabilization
*BMP Description:	<p>The City of Fergus Falls currently requires outlet structure stabilization within the standard City specifications for construction including but not limited to tie-rods, stabilization seeding (5a-4) and Class xx riprap. The city will continue to include the BMP during construction to reduce slope erosion and outlet failure.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
*Measurable Goals:	<ul style="list-style-type: none"> Number of structures stabilized
*Timeline/Implementation Schedule:	<ul style="list-style-type: none"> Effective immediately
Specific Components and Notes:	<ul style="list-style-type: none"> Class IV-V riprap Tie-rods Stabilization seeding (5a-3)
*Responsible Party for this BMP:	<p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER
MANAGEMENT IN NEW DEVELOPMENT AND
REDEVELOPMENT

Unique BMP Identification Number: 5b-1

*BMP Title:	Regulatory Mechanism to Address Post Construction Runoff from New Development and Redevelopment
*BMP Description:	<p>The City of Fergus Falls currently has a Comprehensive Water Resource Management Plan (CWRMP) in place that was developed to comply with State and Watershed District requirements and identifies the specific components below. The City will continue to implement this program to meet stormwater quantity and quality requirements and to manage post construction runoff. The CWRMP establishes a policy requiring implementation of a public educational program with the goal of fostering responsible water quality management practices by residents and to encourage proper disposal of solid and liquid wastes within the City.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
*Measurable Goals:	<ul style="list-style-type: none"> • Implement CWRMP • Complete revised CWRMP • Implement revised CWRMP
*Timeline/Implementation Schedule:	<ul style="list-style-type: none"> • Implement immediately • March 2010 – Submit revised CWRMP
Specific Components and Notes:	<ul style="list-style-type: none"> • Land and water resource inventory • Goals and policies • Water quantity and quality • Recreation, fish, and wildlife • Groundwater • Wetlands • Erosion • Sensitive resources • Assessment of problems and corrective actions • Lake and stream water quality • Flooding and stormwater rate control

- Impacts of soil erosion on water quality and quantity
- Impacts of land use practices on water quality and quantity
- Public educational program (1b-1)
- Responsible water quality management practices
- Proper disposal of solid and liquid wastes
- Stormwater runoff treatment standards for developed and redeveloped areas (5b-1)
- Street sweeping (6a-2)
- Stormwater System Maintenance Plan (6b-4)

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional BMP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 5-POST-CONSTRUCTION STORMWATER MANAGEMENT IN NEW DEVELOPMENT AND REDEVELOPMENT

Unique BMP Identification Number: 5c-1

***BMP Title:** Long-term Operation and Maintenance of BMPs

***BMP Description:**

The City of Fergus Falls will annually inspect the BMPs to ensure correct functioning of the BMP and the undertaking of appropriately scheduled maintenance

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- BMPs inspected
- BMPs included in maintenance schedule
- BMPs maintained in accordance with the adopted schedule

***Timeline/Implementation Schedule:**

- Calendar year 2008 – Installed BMPs inspected on annual basis
- Calendar year 2009 – Maintenance schedule developed
- Calendar year 2010 – BMPs maintained in accordance with adopted schedule

Specific Components and Notes:

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6a-1

<p>*BMP Title: Municipal Operations and Maintenance Program</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls will develop and implement an employee Operation and Maintenance Training Program that will have the ultimate goal of preventing and reducing pollutant runoff from municipal operations. As a minimum, the training program will include the specific components listed below.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> Develop training program Number of employees trained
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> Calendar year 2009 - Develop training program Calendar year 2010 – Implement training program
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> Park and open space maintenance training Proper fertilizer application Proper pesticide/herbicide application Fleet and building maintenance training Vehicle inspection Regular use of drip pans Spill cleanup Hazardous materials Stormwater system maintenance training Storm sewer pipe flushing Storm sewer system inspection criteria Road salt management training (1c-6) Hazardous materials management training
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 20px;">Name: Clif Allen</p> <p style="margin-left: 20px;">Department: Public Works</p> <p style="margin-left: 20px;">Phone: 218-739-2251</p> <p style="margin-left: 20px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6a-2

***BMP Title:** Street Sweeping

***BMP Description:**

The City of Fergus Falls currently utilizes two mechanical street sweepers to remove sediment and debris from the road surface in order to minimize the amount that enters the MS4. Fergus Falls intends to utilize its current system of street sweeping which involves the specific components listed below.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- Sweep each main and collector street a minimum of four times per year
- Inspect street sweepers annually

***Timeline/Implementation Schedule:**

Fergus Falls is already sweeping the streets at this interval and will continue to do so

Specific Components and Notes:

- Sweeping schedule (April 1 through October 30 each year)
- Sweeper maintenance schedule

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6b-1

<p>*BMP Title: Annual Inspection of All Structural Pollution Control Devices</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls Comprehensive Water Resources Management Plan (5b-1) establishes a formal Storm Sewer System Maintenance Program in order to address sump catch basin, manhole, and storm sewer pipe cleaning as well as maintenance of stormwater ponds and outfalls. The City will continue to implement this policy to ensure proper operation of storm sewer pipes, catch basins, outfalls, pollution control devices, and stormwater ponds. Storm sewer pipe, catch basins, outfalls, pollution control devices, and ponds which are located within City limits but meet the following conditions are not included in this program:</p> <ol style="list-style-type: none"> 1. A maintenance agreement is in place with another entity and thus it is not the maintenance responsibility of the City; or 2. The system is located on private property and does not have an easement that provides the City access for inspection and/or maintenance. <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Implement maintenance program • Evaluate current maintenance program • Revise current maintenance program (if determined necessary)
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Implement current maintenance program immediately • Calendar year 2009 – Evaluate current Stormwater System Maintenance Plan • Calendar year 2010– Make adjustments to maintenance plan as determined necessary to meet goals of permit. Incorporate changes into revised CWRMP (5b-1).
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Stormsewer system map (3a-1) • CWRMP Stormwater System Maintenance Plan (5b-1) • Stormsewer pipe and manhole high pressure jetting • Sediment and leaf removal from catch basins and pollution control devices • Sedimentation removal and dredging of stormwater ponds and outfalls • Street sweeping (6a-2) • Stormsewer Inspection Program (6b-3)
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-2

***BMP Title:** Inspection of a Minimum of 20 percent of the MS4 Outfalls, Sediment Basins and Ponds Each Year on a Rotation Basis

***BMP Description:**

The City of Fergus Falls will establish a program to inspect 20% of the outfalls, sediment basins, and ponds each year as well as 100% of the pollution control devices such as s trap manholes, grit chambers, sumps, floatable skimmers, traps and separators. The City will re-evaluate the inspection intervals in year 2 according to the results of the first two reporting years

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- Inspect 20% of the outfalls, sediment basins and ponds each year
- Inspect 100% of the pollution control devices each year

***Timeline/Implementation Schedule:**

- Calendar year 2008 – implement inspection schedule
- Calendar year 2010 – Re-evaluate the inspection intervals
- Calendar year 2011 – Implement the new inspection intervals

Specific Components and Notes:

- Outfall, sediment basin and pond inspection form
- Pollution control device inspection form
- Storm Sewer system map
- Storm Sewer System Maintenance Training Program

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-3

***BMP Title:** Annual Inspection of All Exposed Stockpile, Storage and material Handling Areas

***BMP Description:**

The City of Fergus Falls will continue to implement its current road salt materials management program consisting of the specific components listed below. Proper road salt storage facilities will be provided in order to minimize surface water contamination and entry into the MS4. The program will interrelate with the Operation and Maintenance Training Program (1c-6) with the ultimate goal of preventing and reducing pollutant runoff from municipal operations in order to minimize surface water contamination and entry into the MS4.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

- Percentage of road salt stored under cover
- Implement immediately

***Timeline/Implementation Schedule:**

- Compare road salt application rates to industry standards for local area

Specific Components and Notes:

- Documentation of the amount of road salt applied per snow/ice event
- Calibration of road salt applicator vehicles
- Inspection of road salt applicator vehicles
- Covered storage of road salt
- Regular inspection of storage areas and facilities
- Employing training related to road salt management (6c-6)

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

Phone: 218-739-2251

E-mail: clif.allen@ci.fergus-falls.mn.us

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD
HOUSEKEEPING

Unique BMP Identification Number: 6b-4

<p>*BMP Title: Inspection Follow-up Including the Determination of Whether Repair, Replacement, or Maintenance Measures are Necessary and the Implementation of the corrective Measures</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls Comprehensive Water Resources Management Plan (5b-1) establishes a formal Storm Sewer System Maintenance Program in order to address sump catch basin, manhole, and storm sewer pipe cleaning as well as maintenance of stormwater ponds and outfalls. The City will continue to implement this policy to ensure proper operation of storm sewer pipes, catch basins, outfalls, pollution control devices, and stormwater ponds. These systems will be maintained on an as needed basis as determined necessary by the Storm Sewer Inspection Program (6b-2). Storm sewer pipe, catch basins, outfalls, pollution control devices, and ponds which are located within City limits but meet the following conditions are not included in this program:</p> <ol style="list-style-type: none"> 3. A maintenance agreement is in place with another entity and thus it is not the maintenance responsibility of the City; or 4. The system is located on private property and does not have an easement that provides the City access for inspection and/or maintenance. <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <ul style="list-style-type: none"> • Number of repairs or replacements needed • Corrective measures taken
<p>*Timeline/Implementation Schedule:</p> <ul style="list-style-type: none"> • Evaluate current maintenance program • Revise current maintenance program (if determined necessary)
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Stormsewer system map (3a-1) • CWRMP Stormwater System Maintenance Plan (5b-1) • Stormsewer pipe and manhole high pressure jetting • Sediment and leaf removal from catch basins and pollution control devices • Sedimentation removal and dredging of stormwater ponds and outfalls • Street sweeping (6a-2) • Stormsewer Inspection Program (6b-3)
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-5

<p>*BMP Title: Record Keeping and Retention of all Inspections and Responses to the Inspections</p>
<p>*BMP Description:</p> <p>The City of Fergus Falls will retain the specific components listed below for a period of at least three years beyond the date of permit expiration. The records will be submitted to the Commissioner only on request.</p> <p>Location(s) in SWPPP of detailed information relating to this BMP:</p>
<p>*Measurable Goals:</p> <p>Retain records consistent with specific components listed below</p>
<p>*Timeline/Implementation Schedule:</p> <p>Implement immediately</p>
<p>Specific Components and Notes:</p> <ul style="list-style-type: none"> • Copies of permit application • All data and information used by the City to complete the application • Additional information requested by the Commissioner during review of the application
<p>*Responsible Party for this BMP:</p> <p>Name: Clif Allen</p> <p>Department: Public Works</p> <p>Phone: 218-739-2251</p> <p>E-mail: clif.allen@ci.fergus-falls.mn.us</p>

***BMP Description:**

The City of Fergus Falls will retain the specific components listed below for a period of at least three years beyond the date of permit expiration. The records will be submitted to the Commissioner only on request.

Location(s) in SWPPP of detailed information relating to this BMP:

***Measurable Goals:**

Retain records consistent with specific components listed below

***Timeline/Implementation Schedule:**

Implement immediately

Specific Components and Notes:

- Copies of permit application
- All data and information used by the City to complete the application
- Additional information requested by the Commissioner during review of the application

- All data and information used by the City to complete the application

- Additional information requested by the Commissioner during review of the application

***Responsible Party for this BMP:**

Name: Clif Allen

Department: Public Works

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 6-POLLUTION PREVENTION/GOOD HOUSEKEEPING

Unique BMP Identification Number: 6b-6

*BMP Title:	Evaluation of Inspection Frequency
*BMP Description:	
Location(s) in SWPPP of detailed information relating to this BMP:	
*Measurable Goals:	
*Timeline/Implementation Schedule:	
Specific Components and Notes:	
*Responsible Party for this BMP:	
Name:	Clif Allen
Department:	Public Works
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E-mail:	clif.allen@ci.fergus-falls.mn.us

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Additional MP Summary Sheet

MS4 Name: City of Fergus Falls

Minimum Control Measure: 7- IMPAIRED WATERS REVIEW

Unique BMP Identification Number: 7A-1

<p>*BMP Title: Response to TMDL Waste Load Allocation</p>
<p>*BMP Description:</p> <p>If a USEPA-approved TMDL is developed and the MPCA determines that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation, the City will review the adequacy of the SWPPP to determine whether it meets the TMDL's Waste Load Allocation. If the City determines that the SWPPP does not meet the applicable requirements, schedules and objectives of the TMDL, the City will make appropriate modifications to the SWPPP.</p>
<p>*Measurable Goals:</p> <p>Appropriate modifications to the SWPPP</p>
<p>*Timeline/Implementation Schedule:</p> <p>Within 18 months after the TMDL Waste Load Application is approved by the USEPA and the MPCA determine that the City is within the drainage area of the impaired water and covered by the TMDL Waste Load Allocation.</p>
<p>Specific Components and Notes:</p> <p>The City will rely on information made available by the MPCA regarding the location, drainage areas, and Waste Load Allocations for TMDL's and impaired waters.</p>
<p>*Responsible Party for this BMP:</p> <p style="margin-left: 40px;">Name: Clif Allen</p> <p style="margin-left: 40px;">Department: Public Works</p> <p style="margin-left: 40px;">Phone: 218-739-2251</p> <p style="margin-left: 40px;">E-mail: clif.allen@ci.fergus-falls.mn.us</p>

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